

**SUMMIT COUNTY BOARD OF DEVELOPMENTAL DISABILITIES  
COMBINED WORK SESSION/REGULAR MONTHLY MEETING**

# **AGENDA**

Thursday, September 24, 2015  
Administrative Board Room  
**5:00 p.m.**

## **WORK SESSION**

### **DISCUSSION ONLY ITEMS**

*No Discussion Only Items this Month*

### **ACTION ITEMS FOR BOARD CONSIDERATION DISCUSSED PREVIOUSLY**

- I. SUMMIT DD 2016-2018 LONG RANGE PLAN
- II. NEW POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME

### **NEW ACTION ITEMS FOR BOARD CONSIDERATION**

- III. AUGUST FINANCIAL STATEMENTS

## **BOARD MEETING**

- I. CALL TO ORDER
- II. CAUCUS - BOARD MEMBERS: ADDITIONAL AGENDA ITEMS
- III. CAUCUS – SUPERINTENDENT
- IV. PUBLIC COMMENT
- V. APPROVAL OF MINUTES
  - A. AUGUST 27, 2015 (combined Work Session/Regular Meeting)
- VI. BOARD ACTION ITEMS
  - A. FINANCE & FACILITIES COMMITTEE
    - 1. AUGUST FINANCIAL STATEMENTS
  - B. HR/LR COMMITTEE
    - 1. NEW POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME
  - C. OTHER
    - 1. SUMMIT DD 2016-2018 LONG RANGE PLAN
- VII. SUPERINTENDENT’S REPORT
  - 1. PROVIDER EXECUTIVE COUNCIL WORK GROUPS UPDATE
- VIII. PRESIDENT’S COMMENTS
- IX. EXECUTIVE SESSION
- X. ADJOURN

# Summit County Board of Developmental Disabilities

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> <li>2016 – 2018 Long Range Plan</li> </ul>	<ul style="list-style-type: none"> <li>The current Long Range Plan expires on December 31, 2015. A new long range plan was developed for 2016 – 2018.</li> </ul>	<ul style="list-style-type: none"> <li>Approve 2016 – 2018 Long Range Plan</li> </ul>	<ul style="list-style-type: none"> <li>The draft 2016 – 2018 Long Range Plan was developed from a series of planning sessions with the Board and Executive Leadership team from March 2015 – July 2015. The plan considered current and future projected census, satisfaction, budget, provider quality, and human resource data.</li> <li>The new plan updates emphasizes Summit DD's role as a connector to the greater community and increased community presence and integration.</li> <li>The plan updates the vision statement to "We are a community built by the abilities of ALL citizens" and the mission statement to "Summit DD connects people with disabilities to supports that empowers each individual to contribute to their success and that of their community."</li> <li>Summit DD 2016 – 2018 Long Range Plans outlines strategic objectives around five key goal areas, including inclusive community, person-centered planning, individualized support, quality, and organizational success.</li> <li>For each year that the Long Range Plan is in effect the Board will create an annual action plan outlining action items to meet the strategic objectives outlined in the Long Range Plan.</li> </ul>

Attachment #1

Submitted By: Billie Jo David

Date: 8/18/2015

For:   x   Superintendent / Assistant Superintendent  
       Finance & Facilities Committee  
       Services & Supports Committee  
       HR/LR Committee  
       Ethics Committee

# Draft 2016 – 2018 Long Range Plan

## Draft Vision Statement

We are a community built by the abilities of ALL citizens.

## Draft Mission Statement

Summit DD connects people with disabilities to supports that empowers each individual to contribute to their success and that of their community.

## Draft Long Range Plan Goals

### Inclusive Community

Summit DD develops and maintains win-win relationships with key community partners, such as employers, educational institutions, healthcare organizations, and related associations, as well as community organizations including city leadership, chambers and clubs. In this way, we can cultivate partnerships that offer support and opportunity to people with disabilities to live fully inclusive lives. We also highlight the success of those we support to overcome misperceptions about people with disabilities, advocating for equality, acceptance and inclusion.

#### Strategic Objectives (2016 – 2018)

1. We will inspire organizations to make inclusion a part of their culture to build welcoming, accessible communities for all.
2. We will build off the success of those we support in order to overcome misperceptions about the abilities of individuals.
3. We will unite with the community to ensure that employers and places of education are diverse and inclusive, capitalizing on the talents of those we support.

### Person-Centered Planning

Summit DD has meaningful conversations with individuals with disabilities and their families to find out about their unique challenges, goals and opportunities. It is only through active listening that we can empower individuals to create their own path with individualized supports through a person-centered service plan. Summit DD is committed to creating a person centered plan based on the needs of each individual using paid and natural supports to connect individuals to their communities.

### **Strategic Objectives (2016 -2018)**

1. We will listen to individuals to find out what is important to them, and then empower individuals and families to advocate for their needs with creative solutions that connect individuals to their community.
2. We will focus on the individual and family, balancing paid and natural supports, to help them through their journey with an individualized service plan based on what people need to meet their goals.
3. We will respect a person's right to make informed choices about their lives.
4. We will engage providers in the person-centered plan to develop best-fit opportunities for each individual's unique needs.

### **Individualized Support**

Summit DD uses individualized service plans to connect people with disabilities and their families to providers within the community that can help them achieve their vision of a happy, satisfying life. We partner with providers to develop service options that meet the needs of those we support. An individual's experience in their chosen setting will afford each person the greatest opportunity to be included with the greater community.

### **Strategic Objectives (2016 – 2018)**

1. We will connect families of young children to best-fit support to empower caregivers to be the best advocate.
2. We will connect individuals and families to best-fit community support during the transition from youth to adult to empower individuals and families to make choices about their future.
3. We will connect individuals to best-fit employment support that meets each individual where they are on their path to employment.
4. We will connect individuals to best-fit living options.
5. We will connect individuals to community life so each person has the opportunity to explore their interests and hobbies.

### **Quality**

Summit DD is committed to quality services that are innovative and meet best practice standards and also promote the health and safety of those we support. We strive to ensure that quality providers are available to meet each individual's need and that the level of service is always the highest.

### **Strategic Objectives (2016 – 2018)**

1. We will work with providers to build capacity for the service needs that individuals identify through their individual service plan.
2. We will partner with providers through onboarding, training, technical assistance and ongoing communication.
3. We will monitor and report outcomes to ensure quality services.

## Organizational Success

Summit DD develops innovative solutions to complex problems with an appreciation for the ebb and flow of the natural evolution of the system and the ever changing landscape. We understand that evolution may impact our relationships and offerings. We continually strive to challenge ourselves, realizing that our long-term sustainability is the key to provide a lifetime of support to individuals with disabilities.

### **Strategic Objectives (2016 – 2018)**

1. We will remain the visible leader in disability issues as our role as a service provider changes.
2. We will maximize revenue, create efficiencies and leverage technology to remain sustainable for those we support.
3. We will foster a diverse workplace that is welcoming and values the unique contribution of each employee.
4. We will define and cultivate our core competencies and align our resources to remain flexible to achieve our long range plan goals.

# Summit County Board of Developmental Disabilities

## TOPIC SUMMARY REPORT

TOPIC	ISSUE/CONCERN	RECOMMENDATION	SUPPORTING DATA FOR RECOMMENDATION
<ul style="list-style-type: none"> <li>Agency Volunteerism</li> </ul>	<ul style="list-style-type: none"> <li>Adoption of Volunteerism and Volunteer Time Policy to support community involvement, increase the Agency's visibility and introduce Volunteer Time</li> </ul>	<ul style="list-style-type: none"> <li>Adoption of Policy 2035 – Volunteerism and Volunteer Time</li> </ul>	<p>The TOPS (Team Oriented Problem Solving) Team that was convened to review Board Policy 4036 – Volunteer Services was also charged with exploring how Summit DD can support community involvement and increase its visibility.</p> <p>Proposed policy 2035 supports Summit DD's recently adopted Policy 3022 - Charitable Contributions and Sponsorships in supporting local, nonprofit community organizations by providing volunteer support. This policy provides a framework for interested employees to request up to one paid day each year to participate in a Summit DD endorsed/sponsored opportunity such as a United Way Day of Action, the National Down Syndrome Society's Buddy Walk, or Autism Speaks' Walk/Run.</p> <p>If adopted, this policy would be effective January 1, 2016.</p> <p><b>Recommended for approval by the August HR/LR Committee.</b></p>

Attachment #2

Submitted By: Lynn Sargi

Date: August 10, 2015

For: Superintendent / Assistant Superintendent  
Finance & Facilities Committee  
Services & Supports Committee  
X HR/LR Committee  
Ethics Committee

## **2035 – VOLUNTEERISM AND VOLUNTEER TIME**

As the primary community resource for individuals with developmental disabilities, Summit County Developmental Disabilities (Summit DD) social responsibility is to support local, nonprofit community organizations by providing financial contributions, in-kind services, and volunteer support. Summit DD promotes employee volunteerism by providing opportunities for employees to contribute to the community through endorsed/sponsored opportunities and the use of volunteer time.

### Endorsed/Sponsored Opportunities

Summit DD may endorse and/or sponsor volunteer opportunities. These opportunities are programs for which Summit DD has provided funding, is actively involved on a professional level due to the strategic relevance, address quality of life issues and/or support inclusion and diversity. Agency endorsed/sponsored volunteer opportunities will be communicated via digital bulletin boards and Agency newsletters.

### Volunteer Time

Upon approval, Summit DD employees may be paid during regular work hours up to the equivalent of a regular work day each year (7, 7.5 or 8 hours) to participate in an endorsed/sponsored opportunity. Eligibility for paid Volunteer Time will be within the discretion of the department director. Requests must be made at least two weeks in advance and may not create the need for flextime or overtime, cause conflicts with other employees' schedules or meetings with families/guardians.



**SUMMIT COUNTY DD BOARD**

**COMPARATIVE SUMMARY OF REVENUE, EXPENDITURES AND FUND BALANCE  
FOR THE EIGHT MONTHS ENDED AUGUST 31, 2015 AND 2014**

	8/31/2015				8/31/2014			
	2015	2015	YTD \$	YTD %	2014	YTD \$	YTD %	
	ANNUAL BUDGET	YTD ACTUAL	BUDGET REMAINING	BUDGET REMAINING	ANNUAL BUDGET	BUDGET REMAINING	BUDGET REMAINING	
<b>OPERATING REVENUE</b>								
PROPERTY TAXES	\$ 50,520,000	\$ 25,971,121	\$ 24,548,879	48.6%	\$ 50,896,620	\$ 25,653,099	\$ 25,243,521	49.6%
PERSONAL PROPERTY REIMB	533,981	266,990	266,991	50.0%	533,981	266,990	266,991	50.0%
REIMBURSEMENTS	16,395,286	9,223,786	7,171,500	43.7%	15,250,321	11,997,303	3,253,018	21.3%
GRANTS	630,000	224,705	405,295	64.3%	1,080,000	231,593	848,407	78.6%
CONTRACT SERVICES	868,000	180,119	687,881	79.2%	325,000	267,536	57,464	17.7%
REFUNDS				0.0%		26,712	(26,712)	0.0%
OTHER RECEIPTS	124,500	87,848	36,652	29.4%	350,000	224,012	125,988	36.0%
SALES				0.0%		2	(2)	0.0%
<b>TOTAL REVENUE</b>	<b>\$ 69,071,767</b>	<b>\$ 35,954,569</b>	<b>\$ 33,117,198</b>	<b>47.9%</b>	<b>\$ 68,435,922</b>	<b>\$ 38,667,247</b>	<b>\$ 29,768,675</b>	<b>43.5%</b>
<b>OPERATING EXPENDITURES</b>								
SALARIES	\$ 24,512,500	\$ 15,278,824	\$ 9,233,676	37.7%	\$ 25,251,980	\$ 16,350,279	\$ 8,901,701	35.3%
ERIP COSTS		77,623	(77,623)	0.0%	5,143,037	1,061,522	4,081,515	79.4%
EMPLOYEE BENEFITS	11,111,902	6,762,639	4,349,263	39.1%	11,280,271	6,975,968	4,304,303	38.2%
SUPPLIES	1,502,985	806,994	695,991	46.3%	1,492,195	740,776	751,419	50.4%
TRAVEL AND TRAINING	390,963	203,187	187,776	48.0%	408,820	224,813	184,007	45.0%
CONTRACT SERVICES	13,070,585	6,597,382	6,473,203	49.5%	11,589,499	8,012,275	3,577,224	30.9%
MEDICAID COSTS	23,865,000	18,389,233	5,475,767	22.9%	21,960,000	16,247,130	5,712,870	26.0%
UTILITIES	701,150	477,375	223,775	31.9%	809,000	518,825	290,175	35.9%
RENTALS	631,022	618,296	12,726	2.0%	760,740	738,898	21,842	2.9%
ADVERTISING	130,000	93,947	36,053	27.7%	135,000	51,396	83,604	61.9%
OTHER EXPENSES	377,806	301,604	76,202	20.2%	409,630	309,231	100,399	24.5%
EQUIPMENT	449,000	494,699	(45,699)	-10.2%	647,200	159,422	487,778	75.4%
REAL PROPERTY IMPROVEMENT	200,000	288,018	(88,018)	-44.0%	500,000	30,514	469,486	93.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 76,942,913</b>	<b>\$ 50,389,821</b>	<b>\$ 26,553,092</b>	<b>34.5%</b>	<b>\$ 80,387,372</b>	<b>\$ 51,421,049</b>	<b>\$ 28,966,323</b>	<b>36.0%</b>
<b>NET REVENUES AND EXPENDITURES</b>	<b>\$ (7,871,146)</b>	<b>\$ (14,435,252)</b>			<b>\$ (11,951,450)</b>	<b>\$ (12,753,802)</b>		
<b>BEGINNING FUND BALANCE</b>	<b>\$ 62,008,630</b>	<b>\$ 62,008,630</b>						
PLUS: REVENUE	69,071,767	35,954,569						
LESS: EXPENDITURES	(76,942,913)	(50,389,821)						
<b>ENDING FUND BALANCE</b>	<b>\$ 54,137,484</b>	<b>\$ 47,573,378</b>						

**SUMMIT COUNTY DD BOARD**  
**NOTES TO FINANCIAL STATEMENTS**  
**FOR THE MONTH ENDED AUGUST 31, 2015**  
(Rounded)

An evenly distributed budget remaining for a one month period 8.3%  
Evenly distributed budget remaining for four months 33.3%

**Revenue:**

**Current Month**

**Expenditures:**

**1 Supplies:**

No unusual events in revenue categories

Purchase of software licenses for infrastructure upgrades and because some licenses will no longer be supported by Microsoft. \$ 30,000

**2 Contract Services:**

Funding for the collaborative Volunteer Guardianship Program contract with the Summit County General Health District. 25,000

**3 Equipment:**

Purchase of two (2) new servers for disaster recovery. 23,000

**Prior Months**

**Revenue:**

**Property Taxes:**

Refund of excess Real Estate Assessment (REA) fees collected by the Summit County Fiscal Office to help defray reappraisal and reassessment costs. \$ 301,000

**Personal Property Reimb:**

1st Half and final reimbursement 267,000

This reimbursement is completely phased out of the current state budget, but with OACB advocacy, an alternative proposal was passed where county boards will receive some reimbursement to help offset the loss in revenue in the form of additional allocation which is a direct credit against waiver match cost.

**Expenditures:**

**ERIP:**

Exit costs for a combined total of nine (9) participants retiring in December and February offset by a refund of PERS buy-out costs for one (1) individual that rescinded. 96,700

**Rentals:**

Prepayment to Summit Housing Corp. for annual facility rents for the Akron, Ellet and Twinsburg Centers. (19,100)

**Other Expenses:**

Payments to Wichert Insurance Company for the following insurance costs: 612,000

Cyber insurance with AIG-Illinois International Insurance

Director and officers liability insurance with Hiscox Insurance Company 11,000

Property & casualty, business automobile and umbrella coverage with Selective Insurance Company 39,000

Purchase of five (5) new busses for the Transportation Department 103,000

**Equipment:**

301,000

Not reflected on this statement, but causing a negative remaining budget balance, was the use of approximately \$413,000 of an available \$461,000 from prior year purchase orders and encumbrances. Of the total expenditures in this category approximately \$82,000 was used out of the 2015 budget.

**Real Property Improvements:**

Not reflected on this statement, but causing a negative remaining budget balance, was the use of approximately \$208,000 of an available \$217,000 from prior year purchase orders and encumbrances. Of the total expenditures in this category approximately \$80,000 was used out of the 2015 budget.

MINUTES –combined work session and regular meeting  
Thursday, August 27, 2015

## Summit County Board of Developmental Disabilities

### MINUTES - draft

Thursday, August 27, 2015  
5:00 p.m.

The **combined work session and regular monthly meeting** of the Summit County Board of Developmental Disabilities was held on Thursday, August 27, 2015 at Summit DD administrative offices located at 89 East Howe Road, Tallmadge, Ohio 44278. The **work session** convened at 5:00 p.m.

#### BOARD MEMBERS PRESENT

Randy Briggs, President  
Joe Siegfert, Vice President  
Denise Ricks, Secretary  
Tom Quade  
Dave Dohnal  
Meghan Wilkinson  
Jennifer Dwyer

#### ALSO PRESENT

John J. Trunk, Superintendent	Joe Eck, Director of Labor Relations & Risk Management
Lisa Kamrowsky, Assistant Superintendent	Russ DuPlain, Director of IT
Mira Pozna, Director of Fiscal	Billie Jo David, Director of Communications, Quality & MUI
Lynn Sargi, Director of HR	Maggi Albright, Recording Secretary and others
Melissa Skiljan, Director of SSA	
Tom Jacobs, Director of Operations	

#### I. SUMMIT DD 2016-2018 LONG RANGE PLAN

The 2016-2018 draft Long Range Plan was developed from a series of planning sessions with the Board and Executive Leadership Team. The Plan considered current and future projected census, satisfaction, budget, provider quality and human resource data. The Plan emphasizes Summit DD's role as a connector to the greater community and increased community presence and integration. The Plan updates the Agency's Vision and Mission statements and outlines strategic objectives around the five key goal areas of inclusive community, person-centered planning, individualized support, quality, and organizational success. Action plans will be developed for each year of the Plan. Mr. Dohnal asked what is being monitored relative to strategic objective #3 under the Quality section. Mr. Trunk replied that outcomes are monitored and noted that staff will clarify the wording of that objective so it is clearly understood. Mr. Briggs commented that he is very pleased with the draft Plan and noted it represents the natural progression of where the Board is and should be going.

MINUTES –combined work session and regular meeting  
Thursday, August 27, 2015

## **WORK SESSION** *(continued)*

### **II. NEW POLICY 2035 – VOLUNTEERISM AND VOLUNTEER TIME**

Proposed new Policy 2035 compliments Summit DD's recently adopted Policy 3022 – Charitable Contributions and Sponsorships in supporting local, non-profit community organizations by providing volunteer support. This proposed policy provides a framework for interested employees to request up to one paid day off each year to participate in a Summit DD endorsed/sponsored opportunity such as United Way Day of Action, the National Down Syndrome Society's Buddy Walk, Autism Speaks Walk/Run, etc. If the Board adopts this policy, it would become effective January 1, 2016. Mr. Briggs commented this is a great idea and it goes hand in hand with the Board being a leader in the community and in helping to create awareness. New Policy 2035 has been recommended for approval by the August HR/LR Committee.

### **III. SUMMIT DD 2016 BUDGET**

The Summit DD 2016 budget request requires Board approval prior to submission to the Social Services Advisory Board (SSAB) and the County. The 2016 budget request is in the amount of \$73,687,849 for the Operating Fund and \$115,000 for the Gifts and Donations Fund. The 2016 budget projects total deficit spending of approximately \$7.4 million dollars and reflects 4.1% decrease in overall revenue and 4.2% decrease in overall operating expenditures compared to 2015. The 2016 budget includes staffing reduction of two positions offset by an average pay increase of 2.5%. The decrease in health insurance premiums contributes to most of the reduction in the cost of Employee Benefits and the reduction in revenue is due to a combination of the loss of Tangible Personal Property Tax (TPPT) reimbursement, reduced Medicaid reimbursements as services shift to private providers and a DODD change in the Targeted Case Management (TCM) match methodology. The TPPT phase out is complete and a formula has been developed to allocate approximately \$20 million dollars over a two-year period to county boards, which is about half of what was collectively collected. The fund balance at the end of 2015 is budgeted at \$54,137,484 and after projected 2016 deficit spending the fund balance is anticipated to be approximately \$46,706,388 at the end of 2016, which is within 3% of the Board's approved levy plan. The Summit DD 2016 Budget has been recommended for approval by the July Finance & Facilities Committee.

### **IV. KRONOS CONTRACT**

Summit DD utilizes the Workforce Central system provided by Kronos as its main HR servicing application for employee time tracking, personnel management and payroll. The request is to enter into a contract with Kronos in 2015 for an amount not to exceed \$103,515. Services will be purchased in 2015 and completed within the first quarter of 2016.

MINUTES –combined work session and regular meeting  
Thursday, August 27, 2015

## **WORK SESSION (continued)**

### **IV. KRONOS CONTRACT (continued)**

The cost will cover annual maintenance cost estimated to be up to \$40,800, \$32,890 for upgrading Workforce Central, \$14,000 for adding a new Workforce Mobile module to allow remote management and remote time clocking, \$13,500 for a new version of time clock that provides enhanced interface for employees and \$2,325 to purchase Knowledge Pass, a library of online training classes. Funds are available in the budget and the Kronos Contract has been recommended for approval by the July Finance & Facilities Committee.

### **V. ARAKYTA CONTRACT**

Arakyta is an Ohio-based information technology company that performs upgrades, maintenance and hosting services. Summit DD is working with Arakyta to provide customized technical support as the Agency's technical infrastructure is updated. A portion of the upgrades must be completed by November 2015 to ensure the network will remain functional. Other work being completed will reduce ongoing support and maintenance costs by combining separate servers into larger consolidated servers, which will reduce future support costs by \$15,000-\$20,000/annually. The backup server and the disaster recovery capabilities will also be enhanced. Total cost of all work will not exceed \$88,000 for 2015. Arakyta initially reviewed the Board's needs and made recommendations at no cost. Funds are available in the budget and the Arakyta Contract has been recommended for approval by the July Finance & Facilities Committee.

### **VI. SUMMIT COUNTY SHERIFF'S CONTRACT**

The proposed contract with the Summit County Sheriff's office provides an assigned deputy and vehicle to be responsible to patrol both the facility and outside parking areas at the Administrative building as well as responding to other Summit DD facilities. The deputy may also accompany Summit DD staff to onsite locations, when needed. Additionally, the deputy will take initial criminal notifications and complete initial police reports for Major Unusual Incidents (MUI) of a criminal nature. The contract also provides a sheriff's detective to investigate criminal cases, including conducting relevant interviews, searching for community suspects, gathering evidence, obtaining warrants, grand jury/courtroom testimony and other duties based on case-specific demands. The detective will coordinate with the Summit County Prosecutor's office and other law enforcement jurisdictions as needed to educate the community concerning criminal cases involving individuals with developmental disabilities. The goal is for more local jurisdictions to open and investigate criminal cases. The proposed contract reduces the number of detectives from two to one since the addition of the second detective under the former contract did not substantially increase the number of cases opened or arrests.

MINUTES –combined work session and regular meeting  
Thursday, August 27, 2015

## **WORK SESSION** *(continued)*

### **VI. SUMMIT COUNTY SHERIFF'S CONTRACT *(continued)***

The proposed contract is for a 16-month term commencing September 1, 2015 through December 31, 2016. Future contracts will follow a calendar year. Funds are available in the budget and the contract has been recommended for approval by the July Finance & Facilities and Services & Supports Committees.

### **VII. NEW POLICY 3023 – ELECTRONIC SIGNATURES**

Summit DD has implemented new technology to allow documents to be signed electronically and eliminate the need for printing. The Ohio Revised Code (ORC) contains rules that permit county entities to use electronic signatures in place of hand-written signatures. New Policy 3023 and the related procedure govern the use and management of electronic signatures. New Policy 3023 has been recommended for approval by the July HR/LR Committee.

### **VIII. SUMMIT DD 2016 EMPLOYEE HEALTH INSURANCE**

The Board's 2016 budget for health insurance is \$4,819,762 compared to the 2015 budget of \$6,327,294. The decrease in budget is a combination of good experience ratings and anticipated 2015 rollover of funds due to savings created by the Early Retirement Incentive Program (ERIP), resulting in total available funds of \$5,319,762 for 2016 health insurance costs. Proposals were solicited from three carriers: Aetna, Medical Mutual and United Healthcare. All proposals quoted a decrease ranging from 1% to almost 16%. The Insurance Committee, comprised of representatives from each of the four bargaining units and management, reached consensus and recommended remaining with Aetna. Aetna's proposal includes a 12.4% reduction over 2015 rates, a rate cap not to exceed 12% in 2017, \$50,000 prefunded wellness dollars to be used at Summit DD's discretion, an enhanced disease management program and Tele-a-Doc (24/7 access to a doctor by phone or video for the cost of an office visit co-pay). Aetna is also offering two plan options: \$500/ \$1,000 single/family deductible and \$3,000/\$6,000 single/family deductible. Employees contribute 15% of the cost of health insurance and the Board contributes 85%. Mr. Quade asked if disease management is tracked. Mrs. Sargi replied Aetna does track claims experiences and provides periodic reports. Aetna also reaches out to members to provide service coordination beyond disease management. Members will be part of Aetna's Premium Touch Program where there is a ratio of participants assigned to dedicated nurses so members have premier level of care. Total 2016 costs should fall within budget, although changes associated with an open enrollment period and substitute employees becoming eligible under ACA provides some level of variability. Funds are available in the budget and the August HR/LR and Finance & Facilities Committees recommend approval of maintaining Aetna as the employee health insurance carrier for 2016.



MINUTES –combined work session and regular meeting  
Thursday, August 27, 2015

## **WORK SESSION** *(continued)*

### **IX. JULY FINANCIAL STATEMENTS**

July ended with deficit spending in the amount of \$11,423,570 taking the fund balance to \$50,858,060. Quarterly state subsidy revenue in July was \$679,000. Expenditures in July included Medicaid administrative fees of \$268,000, quarterly waiver match of \$5,633,000, annual supplemental waiver match of \$1,819,000, quarterly Medicaid MAC fees of \$14,500 and \$30,000 consulting fee. The July Financial Statements have been recommended for approval by the August Finance & Facilities Committee.

### **X. REVISED POLICY 4036 – VOLUNTEER SERVICES**

Proposed revisions to this policy reflect similar practices for volunteers and interns. The procedure associated with this policy provides a more detailed outline of the types of volunteer opportunities that may be available. Summit DD does not have many requests for volunteering/interns, however, the process supports the program in linking interested individuals in volunteering opportunities with other community organizations. Mr. Quade noted that with the evolution of the service delivery system and all that it entails, there could be a real opportunity for volunteers/interns to gain experience that will be needed to provide services. Mr. Trunk remarked this is a great observation. Mr. Briggs commented staff may want to look into a training program offered by the Board relative to quality service provision for persons served. Mr. Quade added that having a training structure in place will help establish a proficient work force to command salaries commensurate with the quality services being provided. Mr. Trunk responded there will be components of the action plan that speak to creating community inclusion and a better understanding of person-centered planning. He commented the Board's role will become stronger and larger, just in a different way. Both policy and procedure are consistent with CARF standards and revised Policy 4036 has been recommended for approval by the August HR/LR Committee.

### **XI. SUMMIT DD 2016 AGENCY CALENDAR**

The WWSA Agreement ratified in 2014 reduced the number of in-service days required from eight to four. The 2016 Agency calendar reduces the number of in-service days from eight in 2015 to six in 2016. Mr. Quade asked about the reason for the reduction. Mrs. Kamlowsky replied staff are able to accomplish necessary training in less than eight days. The 2016 Agency calendar is consistent with Summit DD's holiday procedures and the collective bargaining unit agreements and has been recommended for approval by the August HR/LR Committee.

The work session adjourned at 5:41 p.m.

MINUTES –combined work session and regular meeting  
Thursday, August 27, 2015

## **BOARD MEETING**

The **regular monthly meeting** of the Summit County Board of Developmental Disabilities convened at 5:41 p.m.

### **I. PUBLIC COMMENT**

Leslie Frank, a parent and Summit DD staff, asked about position eliminations referenced on page 3, attachment #3 of the 2016 budget. Mrs. Sargi replied the positions referenced are currently vacant and have been for some time so they aren't really staff reductions, the vacant positions will just be eliminated from the budget.

Ms. Frank asked about substitute staff for Adult Services. She stated the rumor is that the Board is no longer hiring subs. Mr. Trunk said the Board is slowing down on hiring subs since there may be a need to realign some full time staff in the future.

Ms. Frank asked if new buses will continue to be purchased. Mr. Trunk responded that new buses will only be purchased if needed and since the existing fleet is in good operating condition the 2016 budget does not include dollars for replacement vehicles.

Ms. Frank thanked Maggi Albright, Executive Assistant to the Superintendent, for her work with the recent Summit DD apparel sale. She commented how impressed she was with Ms. Albright's interaction when assisting persons served. Mr. Trunk noted the apparel sale grossed over \$7,200 and a portion of that will be donated to the levy fund.

### **II. APPROVAL OF MINUTES**

#### **A. JULY 23, 2015 (combined work session and regular meeting)**

#### **R E S O L U T I O N**

#### **No. 15-08-01**

Mrs. Wilkinson moved that the Board approve the minutes of the July 23, 2015 combined work session and regular meeting, as presented in attachment #12. The motion, seconded by Mr. Quade, was unanimously approved.



MINUTES –combined work session and regular meeting  
Thursday, August 27, 2015

## **BOARD MEETING** *(continued)*

### III. BOARD ACTION ITEMS

#### A. FINANCE & FACILITIES COMMITTEE

##### 1. SUMMIT DD 2016 BUDGET

#### RESOLUTION

No. 15-08-02

Mr. Quade moved that the Board approve the 2016 Summit DD budget in the amount of Seventy Three Million Six Hundred Eighty Seven Thousand Eight Hundred Forty Nine Dollars (\$73,687,849) for the Operating Fund and One Hundred Fifteen Thousand Dollars (\$115,000) for the Gifts and Donations Fund, including changes to the Position Control List, as presented in attachment #3.

Be it further resolved that the Board approve the use of up to Twenty Four Million Seven Hundred Fifteen Thousand Dollars (\$24,715,000) of the 2016 Summit DD Budget and funds appropriated under Section 5123.0413 of the Ohio Revised Code (ORC) to pay the non-federal share of the services required by Section 5126.0511 of the ORC for Medicaid expenditures to assure that services will be available in a manner that conforms to all applicable state and federal laws. The Board acknowledges that payment of the non-federal share represents an ongoing financial commitment of the Summit County Board of Developmental Disabilities. The motion, seconded by Mr. Siegferth, was unanimously approved.

##### 2. KRONOS CONTRACT

#### RESOLUTION

No. 15-08-03

Mr. Siegferth moved that the Board approve a contract with Kronos for 2015 in an amount not to exceed One Hundred Three Thousand Five Hundred Fifteen Dollars (\$103,515.00), as presented in attachment #4, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mrs. Ricks, was unanimously approved.

MINUTES –combined work session and regular meeting  
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## **BOARD MEETING** *(continued)*

### III. BOARD ACTION ITEMS *(continued)*

#### A. FINANCE & FACILITIES COMMITTEE *(continued)*

##### 3. ARAKYTA CONTRACT

###### RESOLUTION

No. 15-08-04

Mrs. Ricks moved that the Board approve a contract a contract with Arakyta for 2015 in an amount not to exceed Eighty Eight Thousand Dollars (\$88,000.00), as presented in attachment #5, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Dohnal, was unanimously approved.

##### 4. SUMMIT COUNTY SHERIFF'S CONTRACT

###### RESOLUTION

No. 15-08-05

Dr. Dwyer moved that the Board approve a contract with the Summit County Sheriff's Office to provide security and investigation services for the period September 1, 2015 through December 31, 2016, in an amount not to exceed Two Hundred Eighty Eight Thousand Six Hundred Eighteen Dollars and Ninety Cents (\$288,618.90), as presented in attachment #6, and that the Superintendent be authorized to sign said contract. The motion, seconded by Mr. Siegferth, was unanimously approved.

##### 5. SUMMIT DD 2016 EMPLOYEE HEALTH INSURANCE

###### RESOLUTION

No. 15-08-06

Mr. Dohnal moved that the Board adopt the Insurance Committee recommendations to maintain Aetna as health insurance carrier for eligible employees for the 2016 benefit year, as presented in attachment #8. The motion, seconded by Mrs. Wilkinson, was unanimously approved.

MINUTES –combined work session and regular meeting  
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## **BOARD MEETING** *(continued)*

### III. BOARD ACTION ITEMS *(continued)*

#### A. FINANCE & FACILITIES COMMITTEE *(continued)*

##### 6. JULY FINANCIAL STATEMENTS

###### R E S O L U T I O N

No. 15-08-07

Mrs. Wilkinson moved that the Board approve the July Financial Statements, as presented in attachment #9. The motion, seconded by Mr. Quade, was unanimously approved.

#### B. HR/LR COMMITTEE

##### 1. NEW POLICY 3023 – ELECTRONIC SIGNATURES

###### R E S O L U T I O N

No. 15-08-08

Mr. Quade moved that the Board approve new Policy 3023 – Electronic Signatures, as presented in attachment #7. The motion, seconded by Mrs. Ricks, was unanimously approved.

##### 2. REVISED POLICY 4036 – VOLUNTEER SERVICES

###### R E S O L U T I O N

No. 15-08-09

Mr. Siegferth moved that the Board approved revised Policy 4036 – Volunteer Services, as presented in attachment #10. The motion, seconded by Mr. Quade, was unanimously approved.

##### 3. SUMMIT DD 2016 CALENDAR

###### R E S O L U T I O N

No. 15-08-10

Mrs. Ricks moved that the Board approved the Summit DD 2016 Agency Calendar, as presented in attachment #11. The motion, seconded by Mr. Quade, was unanimously approved.

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## **BOARD MEETING** *(continued)*

### **IV. SUPERINTENDENT'S REPORT**

#### **A. CENSUS**

July census reports 3,971 individuals, adults and children, receive support in Summit County. 1,987 individuals are enrolled on a waiver; 1,849 individuals receive non-medical transportation (1,365 from private providers); and 1,944 individuals receive day array services (1,346 from private providers). There are 1,834 individuals on the waiting list for an I/O waiver, although nobody is waiting for adult services or shared services. There are 1,254 individuals on the waiting list for a Level One waiver. The SSA Department is currently working on identifying the needs of these individuals and have so far found that 20 individuals do not want any services at all, 27 individuals are in ICF's (intermediate care facilities), 646 individuals are currently in school, 88 individuals are 5 years of age or younger and 344 individuals may no longer be in the system (i.e., moved out of the county, deceased, etc.). Mr. Quade asked if the 344 individuals have implications beyond the census count with other things the Agency measures. Mr. Trunk replied he is not sure but that is a good point and he will look into that further and report back to the Board any findings.

#### **B. SECOND QUARTER OPERATING PLAN REPORT**

The second quarter Operating Plan report reflects that 10 of the 21 measures have met or exceeded the second quarter goals, 7 of the 21 measures are within 5% of the goals and 4 of the 21 measures are below goals. Second quarter highlights include:

- 3,912 individuals supported, slightly less than second quarter 2014
- 86% of adults receive federal funding for services
- 78% of individuals and 82% of parents/guardians report high satisfaction with Summit DD
- Summit DD experienced a slight increase over the first quarter in the number of adults working in the community (21% compared to 19.9%)
- Summit DD supports 28 organizations through sponsorships or volunteerism

The four areas below goals are:

- Community Inclusion Index - individuals in Summit County access the community on average 14.3 times per month compared to the statewide average of 21.3 times per month. The index is a composite of the average number of times individuals went shopping, on errands, out for entertainment, out to eat, to religious services, or exercised. The biggest gap was the number of times an individual went out to exercise in a month. The new assessment and ISP will be used to help identify what individuals want to do and link them to supports.

MINUTES –combined work session and regular meeting  
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## **BOARD MEETING (continued)**

### **IV. SUPERINTENDENT'S REPORT (continued)**

#### **B. SECOND QUARTER OPERATING PLAN REPORT (continued)**

##### **Areas below goals: (continued)**

- Total Medicaid revenue to Summit DD for services provided - Summit DD received approximately \$5.9 million dollars in waiver reimbursements for services provided. The Agency budgeted \$13.5 million dollars for 2015.
- Administrative costs as a percentage of the total budget - during the first half of 2015 administrative costs were 9.87% of the total budget compared to the projection of 9.25%. This is a result of a one-time purchase made during the first quarter. Projections indicate this area will remain within budget and meet the goal.
- Performance evaluations were completed 85.4% on time – the goal is 90% on time. Summit DD is in the process of implementing an online review system that will automate and streamline the performance evaluation process.

##### **2015 strategic objectives update:**

- The new ISP template and assessment have been completed along with the necessary training
- A provider group focused on transition services was created. This group will focus on how providers and school districts can collaborate to support discovery, employment internships, job readiness training and on time graduation.
- School age SSA support has transitioned to dedicated caseloads with SSAs contacting parents on a regular basis based on individual needs to determine frequency of contact and needs.
- Summit DD has entered a contract with Senior Independence to provide adult day support for up to five individuals
- Developed partnerships with several private daycare centers to provide child care support for medically fragile children with support from Summit DD. One medically fragile child has successfully integrated into a community daycare center with another child in transition.
- The document management system has been implemented in MUI, Children's Services, Records and Fiscal. Discovery and development work is in process for Intake and HR.
- The first Best Practices Advisory Committee meeting was held in June. Membership consists of the Board President, Summit DD staff and approximately 20 community stakeholders. A second meeting is in the process of being scheduled.

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## **BOARD MEETING** *(continued)*

### IV. SUPERINTENDENT'S REPORT *(continued)*

#### C. SECOND QUARTER MUI REPORT

DODD is migrating data in the tracking system so reporting information on incidents reported within 24 hours, timely response to questions and timely closure of cases is still under construction. Data will be available in the next quarter. Of the 319 cases referred, 60 were opened by the Summit County Sheriff's office, which is approximately 19% of referrals. There have been 15 arrests year-to-date (8 misdemeanors and 7 felonies). There is currently one warrant pending and eight individuals were indicted so far in 2015. Reported MUIs have increased by 3% from this time last year – 48% of cases reported were category A cases, 16% were category B cases and 36% were category C cases. Alleged sexual abuse has decreased by 50%, substantiated alleged verbal abuse has increased since this time last year and substantiated failure to report has experienced an unfavorable trend. Staff are working on additional training in this area. Misappropriation MUIs have drastically decreased since the first half of 2014.

#### D. MISCELLANEOUS ITEMS

The annual Summit DD golf outing was held at Rosemont Country Club and it netted in excess of \$40,000 with proceeds going to the levy fund. Mr. Trunk commented that the event was a tremendous success. He thanked Billie Jo David, Director of Communications, Quality and MUI, and the committee members for their hard work and effort and the fantastic job they did with this event.

Inclusion Day with the Rubber Ducks will be held on August 30<sup>th</sup>. Over 900 tickets have been presold for the afternoon game. A person served will throw out the first pitch. This will be a great opportunity to be part of the community and for the community to get to know us better. Mr. Trunk commented on the great job that Billie Jo David and her staff do in developing these community events.

OACB is holding two trainings; one on September 1<sup>st</sup> to discuss the state budget and one on September 9<sup>th</sup> to discuss system transitions. The sessions can be attended in person in Columbus or via webinar. Mr. Trunk invited the Board to let Maggi Albright know if they would like to attend and she will take care of the arrangements.

Mr. Trunk advised that he and Mira Pozna, Director of Fiscal, will present the 2016 budget to the Social Services Advisory Board (SSAB) on September 8<sup>th</sup>.

MINUTES –combined work session and regular meeting  
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## **BOARD MEETING** *(continued)*

### IV. SUPERINTENDENT'S REPORT *(continued)*

#### D. MISCELLANEOUS ITEMS *(continued)*

Mr. Trunk mentioned he is honoring the commitment to meet regularly with staff and the community to provide information about the system transformation. He and Holly Brugh, Director of Services, will be meeting with Adult Services staff on Friday, September 4<sup>th</sup> during an in-service day to provide updates. There will also be three public forum; September 14<sup>th</sup> at the Red Cross on West Market Street, September 16<sup>th</sup> at the Cuyahoga Falls Natatorium and September 21<sup>st</sup> at the Barberton Library. All public forums will be held at 6:00 p.m. and all are welcome and encouraged to attend.

Mr. Trunk advised the Board received a Proclamation from Clifford Rosenberger, Speaker of the House of Representatives, recognizing Summit DD for its Ohio Public Image (OPI) awards and acknowledging the significant contributions of the Board. The Proclamation also referenced the fine reputation Summit DD has earned over the years and the high standards of service the Board provides. The Proclamation was sponsored by Representative Anthony DeVitis.

### V. PRESIDENT'S COMMENTS

Mr. Briggs thanked everyone who worked on or participated in the Summit DD golf outing. He stated it was a very successful event and it seemed like everyone in attendance had a good time. He noted the growth of this event is the result of hard work and being more active in the community. Keep up the good work!

### VI. EXECUTIVE SESSION

#### RESOLUTION

##### No. 15-08-11

Mrs. Ricks moved that the Board enter into Executive Session in compliance with the Sunshine Laws, Ohio Revised Code 121.22, Section G, Subsection (1) to consider the employment of a public employee. Upon reconvening, the Board may or may not conduct additional business. The motion, seconded by Mr. Dohnal, was unanimously approved.

Roll call: Wilkinson-yes, Quade-yes, Siegfert-yes, Briggs-yes, Ricks-yes, Dwyer-yes and Dohnal-yes.

The regular session of the Board Meeting adjourned at 6:18 p.m.

The Board entered Executive Session at 6:23 p.m.

The Board Meeting reconvened at 6:29 p.m.



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## **BOARD MEETING** *(continued)*

### VII. ADDITIONAL ACTION ITEM

#### A. EMPLOYMENT CONTRACT – MAGGI ALBRIGHT

#### RESOLUTION No. 15-08-12

Mr. Quade moved that the Board approve a contract of employment for Maggi Albright, Executive Administrative Assistant to the Superintendent, for the period October 20, 2015 through October 19, 2017. The motion, seconded by Mrs. Ricks, was unanimously approved.

There being no further business, the Board Meeting adjourned at 6:30 p.m.

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Denise Ricks, Secretary